

The ad-hoc Bylaws Review Committee recommends the following action item for consideration by the Faculty:

Clarifying the role of Faculty Assembly Vice-President

Current situation:

“Vice-President” is absent from the list of Faculty Assembly officers in Article III, Section 2. In this same section, the duties of the Vice-President have been lumped in with the duties of the President in Section 2.a:

Section 2. Officers

The officers of the Faculty Assembly shall be a President, a Secretary, and four members of the Agenda Council elected at large. No two faculty members from the same program may hold office simultaneously. For departments with multiple programs, no three faculty members may come from that department.

Section 2.a. Duties of the President

The duties of the President and Vice-President include the following:

1. Schedule and preside over meetings of the Faculty Assembly and the Agenda Council or designate someone as needed.
2. Represent faculty concerns to the Dean and Associate Deans, as necessary.
3. Attend weekly Dean’s staff meetings.
4. Attend and/or monitor monthly department chairs meetings, as appropriate.
5. Approve minutes of Faculty Assembly meetings before they are distributed.
6. Work with the Agenda Council to fill any School committee positions that may become vacant during the year.
7. Ensure the currency of these bylaws, and propose amendments for the good of order.
8. Appoint a parliamentarian annually.
9. Work with the School webmaster to ensure currency and accuracy of the Faculty Assembly web site.
10. Represent School faculty at selected special events on campus (e.g., convocations).
11. Perform other duties appropriate to that office or as requested by the Faculty.

Proposal:

In addition to adding “Vice-President” to the description of officers, a new section will be created for Vice-President, in parallel with the separate sections for the duties of the President and Secretary:

Section 2. Officers

The officers of the Faculty Assembly shall be a President, **a Vice-President**, a Secretary, and four members of the **Executive Committee** elected at large. No two faculty members from the same

program may hold office simultaneously. For departments with multiple programs, no three faculty members may come from that department.

Section 2.b. Duties of the Vice-President

The Vice-President shall assist the President with the aforementioned duties in Section 2.a. as determined by the President in consultation with the Executive Committee. This delegation will facilitate the transition from Vice-President to President of Faculty Assembly.

Rationale:

The role of the Vice-President should be made clear in the Bylaws. Given that the duties of the President and the Secretary are laid out in separate sections, adding a new section for Vice-President seems warranted. At the same time, referring back to the President's duties in Section 2.a. maintains a spirit of collaboration while also highlighting the importance of delegation to help prepare the Vice-President to assume the role of President.